

MISSISSIPPI COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

ESF #7 Logistics Annex

Coordinating Agency

Mississippi Emergency Management Agency (MEMA)

Primary Agencies

Mississippi Emergency Management Agency (MEMA)
Mississippi Department of Finance and Administration (DFA)

Support Agencies

Mississippi Department of Archives and History (MDAH)
Mississippi Attorney General's Office (AGO)
Mississippi State Auditor's Office (OSA)
Mississippi Department of Employment Security (MDES)
Mississippi Forestry Commission (MFC)
Mississippi Department of Information Technology Services (ITS)
Mississippi Insurance Department (MID)
Mississippi Board of Pharmacy (MBOP)
Office of the Secretary of State (OSS)
Mississippi Personnel Board (MSPB)
Mississippi Department of Revenue (MDR)
Mississippi Military Department (MMD)/Mississippi National Guard (MSNG)
Other state Agencies requested

Federal Coordinating and Primary Agencies

General Services Administration (GSA)
Department of Homeland Security (DHS)/
Federal Emergency Management Agency (FEMA)

Federal Support Agencies

Department of Agriculture (USDA)
Department of Commerce (DOC)
Department of Defense (DOD)
Department of Energy (DOE)
Department of Health and Human Services (HHS)
Department of the Interior (DOI)
Department of Labor (DOL)
Department of Transportation (DOT)
Department of Veterans Affairs (VA)
National Aeronautics and Space Administration (NASA)
Office of Personnel Management (OPM)
United States Army Corps of Engineers (USACE)
United States Postal Service (USPS)
American Red Cross (ARC)
National Voluntary Organizations Active in Disasters (NVOAD)

1. INTRODUCTION. Emergency Support Function (ESF) #7-Logistics supports local, state, and tribal entities, voluntary organizations, non-governmental organizations, and the private sector

in managing logistics activities during domestic threats or in response to actual or potential incidents.

a. Purpose. The purpose of this ESF Annex is to provide and maintain a logistical construct for the support of response and recovery missions following an emergency or a major disaster. The success of this effort requires the coordination, pooling, and networking of both available and obtainable logistical resources provided by state agencies, local government entities, voluntary organizations, or other providers.

The term “obtainable” means other necessary resources that must be acquired through contract, lease, purchase, mutual aid agreements, or otherwise from outside the inventory or control of participating agencies. These resources may be in such forms as facilities, personnel, equipment, materials, supplies, consulting services, technical assistance, or others.

b. Scope. ESF #7 provides direct and active support to emergency response and recovery efforts where threatened or actual damage exceeds local response capabilities. Additionally, ESF #7 is responsible for assisting in logistical planning and procurement in coordination with ESF #5. It is also used when Mississippi’s logistical capabilities are exceeded and federal government response is requested.

The scope of activities includes coordination of resource sourcing; acquisition; delivery of supplies, equipment, and services; resource tracking; facility space acquisition; transportation coordination; and management and support of information technology systems services and other administrative services. Its specific activities within the scope include:

(1) Managing a collaborative and complex logistics supply chain that provides equipment, supplies, and services for incidents requiring an integrated whole community response capability.

(2) Providing for the integration of whole community logistics partners through deliberate and crisis collaboration in the planning, sourcing, acquisition, utilization, and disposition of resources.

(3) Facilitating communication and collaboration among all supply chain support elements to minimize recovery efforts in the impacted area and reestablish local, state, and tribal self-sufficiency as rapidly as possible.

If local, state, and tribal government logistical capabilities or resources become overwhelmed and unable to meet emergency or major disaster needs, ESF #7 will be activated to support those affected. This support will be provided in accordance with the State Comprehensive Emergency Management Plan and the National Response Framework (NRF).

If federal ESF #7 is activated to assist local, state, and tribal governments, the primary agency for the overall coordination of federal resources is the Federal Emergency Management Agency (FEMA) in cooperation with the General Services Administration (GSA).

2. RELATIONSHIP TO THE WHOLE COMMUNITY. This section describes how ESF #7 relates to other elements of the whole community.

a. Local, State, and Tribal Governments. Primary responsibility for managing logistical-related incidents usually rests with local, state, and tribal authorities and the private sector. As such, a federal response must acknowledge local, state, tribal logistics policies, authorities, and plans that manage logistical systems and prioritize the movement of relief personnel and supplies during emergencies.

ESF #7 organizations develop collaborative tools for local, state, and tribal entities to evaluate current disaster logistics readiness, identify areas for targeted improvement, and develop a roadmap to mitigate weaknesses and enhance strengths to foster a collective whole community logistics concept.

b. Private Sector/Non-governmental Organizations. The private sector owns or operates many logistical resources and is a partner or lead for rapidly restoring logistics-related services. Support that cannot be provided from state resources is secured through direct procurement or donations. Private-sector mutual aid and assistance networks facilitate the sharing of resources to support response.

ESF #7 works with retail, wholesale, and other similar private industry associations for information sharing, planning, and exercises that would produce mutually beneficial results in coordinating how, when, where, and by whom critical logistics resources will be provided during all types of incidents.

3. CORE CAPABILITIES AND ACTIONS. This section outlines the ESF roles aligned to core capabilities. The following table lists the Response core capability that ESF #7 most directly supports, along with the related ESF #7 action. Though not listed in the table, all ESFs, including ESF #7, support the Core Capabilities of Planning, Operational Coordination, and Public Information and Warning:

Core Capability	ESF #7 – Logistics
Critical Transportation	<ul style="list-style-type: none"> • Management of transportation that includes equipment and procedures for moving material from storage facilities and vendors to incident victims, particularly with emphasis on the surge and sustainment portions of response.

Core Capability	ESF #7 – Logistics
Critical Transportation cont.	<ul style="list-style-type: none"> • Transportation management also includes providing services to include fulfilling requests from other state organizations. • Monitor the status of and damage to the transportation system and infrastructure to ensure the timely and safe delivery of commodities to the affected areas. • Identify temporary alternative transportation solutions to be implemented when primary systems or routes are unavailable or overwhelmed.
Mass Care Services	<ul style="list-style-type: none"> • Acquires and manages resources, supplies, and services from core capability providers via contracts, mission assignments, interagency agreements, and donations. • Support the prioritization, coordination, and communication of mass care resource requirements. • Communicates plans, requirements, and strategies to core capability providers.
Infrastructure Systems	<ul style="list-style-type: none"> • Provision of logistical support to fire and other first response services.
Operational Communications	<ul style="list-style-type: none"> • Coordination of the procurement of communications equipment and services.
Public and Private Services and Resources	<ul style="list-style-type: none"> • Coordination of resource support for survivors. • Resource management includes determining requirements, sourcing, ordering and replenishment, storage, and issuing supplies and equipment. • Facilities management that includes assisting in locating, selection, and acquisition of incident facilities, such as Joint Field Offices (JFO), as well as storage and distribution facilities; • Assist in the establishment and operation of logistics support facilities, including managing services related to lodging and feeding incident support personnel. • Personal property management should include policy, procedures, and guidance for maintaining material accountability and identifying and re-utilizing property acquired to support a response operation.

Core Capability	ESF #7 – Logistics
<p>Public and Private Services and Resources cont.</p>	<ul style="list-style-type: none"> • Management of electronic data interchanges to provide end-to-end visibility of response resources. • Plan for transitional support to recovery operations concurrent with response operations;

4. POLICIES.

a. Through the State Emergency Operations Center (SEOC), MEMA will maintain overall direction, control, and coordination of the response and recovery efforts through coordination with all participating agencies to include federal agencies tasked by the Federal Emergency Management Agency (FEMA).

b. MEMA will appoint a Logistics Section Chief (LSC) to lead ESF #7 and work with other local, state, tribal, and federal agencies in an emergency logistics capacity at the State Emergency Operations Center (SEOC) and the State Emergency Logistics Operations Center (SELOC).

c. The LSC will coordinate with all appropriate agencies, departments, and organizations to ensure logistical readiness in times of emergency.

d. All requests for logistical support from MEMA must be routed through the WebEOC Resource Request and Deployment Module (RRDM).

e. The Mississippi Department of Finance and Administration (DFA) assists in the coordination effort to identify and procure resources and provide logistical support to the affected areas.

f. Resources are provided in accordance with MEMA policies and the Emergency Management Law, MS Code Ann. § 33-15 (2014).

g. All local resources will be expended or committed by the local government in the affected areas before assistance is requested from other local governments through the Statewide Mutual Aid Compact (SMAC) or state government agencies.

h. If state emergency logistical resources have been exhausted or are expected to be exhausted before meeting the demand, the LSC will recommend requesting assistance from other states through the Emergency Management Assistance Compact (EMAC) or FEMA.

i. There shall be frequent consultation between state officials who have emergency management responsibilities, other appropriate representatives of other states, and the federal government, with the objective of a free exchange of information, plans, and resource records relating to emergency capabilities.

j. The LSC will coordinate from the SEOC or virtually, incident-dependent. However, a catastrophic event may require establishing an additional forward coordination element near the impacted area.

k. State logistical planning considers local, state, and tribal transportation policies and plans used to control the movement of relief personnel, equipment, and supplies, as well as locally established priorities for determining precedence of movement.

l. To ensure the orderly flow of resources, state agencies should coordinate all logistical activities with ESF #7.

m. All agencies will provide their own administrative support and will be supplemented by MEMA personnel.

5. CONCEPT OF OPERATIONS.

a. Assumptions.

(1) Mississippi may be threatened and/or impacted by emergencies and disasters of such severity and magnitude that shortages of resources could occur.

(2) Existing state telecommunications infrastructure will provide the primary means for state government communications.

(3) Primary agencies (including MEMA) and support agencies will perform tasks under their authority, as applicable, in addition to missions received under the authority of MEMA.

(4) Local resources of all types will be used effectively to minimize duplication and waste.

(5) Resources within the disaster area will be damaged, isolated from immediate access, or destroyed.

(6) The private sector will voluntarily provide personnel, supplies, transportation, and other essential resources during a significant emergency or disaster.

(7) Every state agency and other organization will be prepared to assist this ESF when agencies and organizations with primary and supporting roles cannot provide requested resources.

(8) Most emergencies and disasters involve damage to property to some extent. Roads, bridges, public utility systems, public and private buildings, homes, and other facilities will have to be inspected and cleared for use, reinforced, quarantined, or demolished to ensure safety.

(9) State or federal assistance may be required to identify and deploy resources from outside the affected area to ensure a timely, efficient, and effective response and recovery.

(10) Numerous volunteering entities, both governmental and non-governmental, may mobilize personnel, supplies, and equipment to affected areas with neither coordination nor communication with the SEOC or deployed elements.

b. General.

(1) MEMA will keep all responsible agencies informed of impending conditions (supply chain developments, weather, hazardous materials, or other events) that would cause them to assume a readiness posture for activating the SEOC for possible deployment to a forward area of operation or other activity.

(2) When ESF #7 is activated, ESF #5 and other appropriate support ESFs will be activated to support the event. ESF #7 will continually assess and develop action plans for ESF #5 to ensure all supporting agencies function appropriately and in a coordinated manner.

(3) MEMA will maintain liaison and coordinate/manage reporting of local, state, tribal, and federal stakeholders related to air, maritime, surface, rail, and pipeline logistical supply chains.

(4) DFA is responsible for planning, coordinating, and managing the resource support needed in ESF # 7.

(5) Through their county Emergency Operations Centers (EOCs), local officials should be encouraged to be self-sufficient during the first 2–3 days of a disaster.

(6) Local officials and managers should channel their requests for assistance where possible through county EOCs.

(7) Equipment, supplies, and personnel will first be addressed through existing support agencies' resources and local sources outside the impacted area. Additional support will be obtained through commercial sources.

(8) Resources outside disaster areas will be directed to fulfill the unmet needs of state and local governments.

(9) Logistical support necessary to save lives will receive priority status.

(10) Resources could include emergency relief supplies, shelters, office space, office equipment, office supplies, telecommunications support, space for warehousing, Mobilization Center (MC), Staging Area (SA), a forward Incident Management Assistance Team (IMAT), and contracting services required to support immediate response activities.

(11) All agencies with ESF #7 responsibilities will ensure that they have a Standard Operating Guideline (SOG) to perform appropriate levels of mitigation, preparedness, response, and recovery related to a disaster.

(12) Local officials must conduct an initial damage assessment to determine the severity and magnitude of property damage in quantity, community impact, and dollar amount. These results will be reported to the SEOC, where appropriate response actions will be initiated. Where possible, such communication should be routed through the jurisdiction's county EOC.

(13) MEMA will provide public information to evacuees through the SEOC Joint Information Center (JIC), Mississippi Public Broadcasting (MPB), and commercial broadcast media.

(14) Working in coordination with ESF #5 and ESF #15, MEMA will release special weather statements and warnings provided by the National Weather Service (NWS) for emergency workers and the general population planning to use public roads or public transportation. These releases will be made through the normal ESF #15 release networks and additionally provided to forward command posts, emergency work sites, staging areas, and other sites as needed.

(15) MEMA coordinates EMAC with other states for the augmentation of resources.

c. State Declaration of Emergency. When the Governor declares a State of Emergency or state disaster, this action allows emergency purchases by the state without following the mandated policies and procedures set forth in Section 33-15-307 of the Emergency Management Law, MS Code Ann. § 33-15 (1972). Agencies should follow the guidelines set forth in Section 33-15-307 of the Mississippi Code for emergency purchases.

The State Legislature established a Disaster Trust Fund for emergency purchases during a disaster or emergency. MEMA will work with DFA in allocating monies from the Fund for emergency purchases. The MEMA Executive Director, Deputy Director, Chief Financial Officer, and the

Purchasing Chief will have the authority to purchase resources with Disaster Trust Fund allocations. DFA will identify key staff to assist MEMA in this process.

d. Presidential Declaration. Actions upon receipt of a Presidential Declaration include, but are not limited to:

(1) Upon a Presidential Declaration, MEMA will cooperate with the Federal Emergency Management Agency (FEMA) and/or General Services Administration (GSA) in locating a Joint Field Office (JFO) and Disaster Recovery Centers (DRCs).

(2) MEMA will assist FEMA and GSA with the staffing and procurement of necessary utilities for the JFO and DRCs.

(3) DFA will assist MEMA with budgetary matters, including earmarking special funds necessary for each disaster or emergency.

(4) Under a Presidential Declaration, agencies operate under the same emergency purchases, policies, and procedures as a state declaration. Agencies are cautioned that to obtain FEMA reimbursement; additional requirements may exist.

(5) The Governor, Governor's Authorized Representative (GAR), Alternate Governor's Authorized Representatives (AGAR), and the State Coordinating Officer (SCO) will have the authority to obligate and expend funds.

e. Support to Counties and Municipalities. Once the local emergency management agency requests resource support from MEMA, DFA will then provide support for ESF #7 services, if needed.

f. Support to Field Entities. MEMA will work with field-level entities to provide logistics/resource support.

6. ORGANIZATION.

a. State Emergency Operations Center. In an incident or a major declared state emergency, the MEMA LSC and the ESF #7 Emergency Coordination staff will support the SEOC virtually or take up positions at the SEOC, situationally dependent. A current list of agency emergency notifications is maintained at this facility.

b. State Emergency Logistics Operation Center. The SELOC is MEMA's off-site warehouse and office facility, located in Byram, MS. The SELOC maintains the Strategic State

Stockpile of medical Personal Protective Equipment (PPE) and other commodities. SELOC staff will support incident operations with assigned staff, augmentees, or Disaster Reservists, as necessary.

c. SEOC Emergency Point of Contact. The MEMA State Warning Point (SWP) within the SEOC operates 24/7/365. The SWP is manned by Emergency Telecommunicators and an Operations Section Watch Officer. Emergency contact info is as follows:

(1) SWP Emergency Telecommunicator(s):

(a) Phone: (601) 933-6876, 6877, 6878 or (800) 222-6362

(b) E-mail: commo1@mema.ms.gov, commo2@mema.ms.gov, or commo3@mema.ms.gov

(2) Operations Section Watch Officer:

(a) Phone: (601) 933-6671 or (800) 222-6362

(b) E-mail: watchdesk@mema.ms.gov

d. SEOC Sections. The SEOC maintains the standard four ICS sections:

(1) Operations Section. The Operations Section establishes strategy (approach methodology, etc.) and specific tactics/actions to accomplish the goals and objectives set by Command. Operations coordinates and executes strategy and tactics to achieve response objectives.

(2) Planning Section. The Planning Section coordinates support activities for incident planning and contingency, long-range, and demobilization planning. Planning supports Command and Operations in processing incident information and coordinates information activities across the response system.

(3) Logistics Section. The Logistics Section supports Command and Operations in their use of personnel, supplies, and equipment. Performs technical activities required to maintain the function of operational facilities and processes.

(4) Finance and Administration Section. The Finance and Administration Section supports Command and Operations with administrative issues and tracks and processes incident

expenses. This includes such issues as licensure requirements, regulatory compliance, and financial accounting.

See the SEOC Operations Section Chief (OSC), Watch Officer, or a SEOC Branch Director for a roster of incident-assigned Section Chiefs.

e. SEOC Branch Directors. The SEOC maintains three branches within the Operations Section, each led by a Branch Director. The Infrastructure, Emergency Services, and Human Services Branch Director positions are manned full-time by MEMA Emergency Management Specialists. The Branch Directors coordinate the activities of all sixteen ESFs and support entities and are the first line of support for assigned Emergency Coordinating Officers (ECOs). The Branch Directors monitor and oversee branch administrative and incident activities, WebEOC actions, SITRoom updates, branch adherence to timelines and requirements, support ECOs with incident coordination, and conduct SEOC staff briefings, as needed.

(1) Infrastructure Branch Director desk contact information: Phone (601) 933-6737, e-mail: infrastructure@mema.ms.gov.

(2) Emergency Services Branch Director contact information: Phone (601) 933-6753, e-mail: emergencyservices@mema.ms.gov.

(3) Human Services Branch Director contact information: Phone (601) 933-6764, e-mail: humanservices@mema.ms.gov.

f. SEOC Situation Rooms. MEMA developed the Homeland Security Information Network (HSIN) Situation Rooms (SITRooms) to provide stakeholders with a virtual EOC platform to utilize during normal operations or an incident. The SITRooms provide excellent situational awareness for both SEOC and non-SEOC participants. The SITRooms have individual pods with attendee lists, chat capability, current incident priorities and objectives, current operational schedule and meeting times (battle rhythm), downloadable documents and maps, useful links, and video capability.

The event SITRooms utilized by the SEOC for a given event will use one of the following URLs:

<https://share.dhs.gov/msema> (Daily SITRoom: Level IV Normal Operations)

<https://share.dhs.gov/mema-incident> (General Incident SITRoom)

<https://share.dhs.gov/mema-incident1> (Severe Weather/Flooding SITRoom)

<https://share.dhs.gov/mema-incident2> (Hurricane/Tropical Storm SITRoom)

<https://share.dhs.gov/mema-incident3> (Other Emergency/Earthquake SITRoom)

<https://share.dhs.gov/mema-uas> (Unmanned Aerial Systems [UAS] UAS SITRoom)

<https://share.dhs.gov/mrp> (Radiological SITRoom)

<https://share.dhs.gov/jicroom> (JIC SITRoom)

<https://share.dhs.gov/ms-emas> (EMAC SITRoom)

<https://share.dhs.gov/msbeoc/> (MSBEOC SITRoom)

Many of the above-listed SITRooms may not be active during “blue-sky” or non-event periods. The active SITRooms will be published via mass notification before or during an event/incident.

g. Direction, Control, and Coordination.

(1) MEMA will maintain overall direction, control, and coordination of the state's logistical response efforts.

(2) MEMA will be the coordination point with the local affected governments and with FEMA.

(3) During an emergency or disaster, DFA and support agencies will alert designated primary personnel and assign personnel either virtually or to the SEOC.

(4) As requested, DFA will coordinate with ESF #7 support agencies.

(5) DFA will maintain proper documentation and provide it to MEMA.

(6) As requested, DFA will coordinate purchasing professionals from state agencies to assist in operations.

h. Administrative and Logistical Support. The LSC will coordinate efforts with the SEOC and SELOC, coordinating with the other Section Chiefs and the Incident Commander (IC). All participating ESF #7 agencies are expected to:

(1) Coordinate their support with the LSC and ESF #7 staff.

(2) Locate, identify, and set up their operational work areas and maintain logistical support for them.

(3) Maintain active accounts and have a working knowledge of WebEOC, the SEOC HSIN SITRoom, and Crisis Track.

(4) Attend and support briefings and other coordination meetings, whether at the SEOC, via telecommunications (HSIN SITRoom, ZOOM, or Microsoft Teams), or elsewhere.

(5) Maintain operational logs, delivery logs, messages, requests, and other appropriate documentation for future reference.

(6) Maintain maps, displays, status reports, and other information not included in the ESF #5 operations.

(7) Update the LSC and SEOC Operations Section Chief (OSC) on ESF #7 ECO Roster changes.

7. RESPONSIBILITIES AND ACTIONS.

a. Coordinating and Primary Agencies (MEMA & DFA). As the coordinating agency and primary agencies for ESF #7, MEMA and DFA are responsible for, but not limited to, the following:

(1) Preparedness.

(a) Provide a list of ESF #7 Emergency Coordination staff that will carry out the Comprehensive Emergency Management Plan (CEMP) virtually or at the SEOC.

(b) In conjunction with support agencies, develop and maintain Standard Operating Procedures (SOPs) for this ESF #7 Logistics Annex.

(c) Maintain access to all SEOC personnel, systems, and documentation, including but not limited to WebEOC, HSIN SITRooms, the CEMP and associated Annexes and Appendices, the MEMA Response Framework, and all SEOC policies and procedures.

(d) Develop plans to coordinate and support state resource management processes that implement and control the effective flow of services and commodities in coordination with ESF #5.

(e) Assist MEMA Logistics personnel in developing initial requirements of commodities and equipment that would be required based on hazard analysis, historical data, or forecasted intelligence.

(f) Assist ESF #5 in establishing and maintaining a list of state resources, including government buildings, vehicles, equipment and supply resources, and agency contacts.

(g) As required and coordinated with MEMA Logistics personnel, develop stand-by contracts with vendors for commodities and equipment identified by ESF #5 Logistics. Information technology equipment contracts will be handled by Information Technology Services (ITS). These contracts would be available in the event of an emergency.

(h) Develop plans and processes for streamlining the receipt of surplus goods through GSA and Defense Reutilization and Marketing Office/Defense Reutilization and Marketing Services (DRMO/DRMS).

(i) Refer to the Logistics Management Support Annex for logistical staging, point of distribution of commodities, transportation, and management of resources in the WebEOC.

(j) Ensure all agencies with ESF #7 responsibility have SOPs in place to perform appropriate levels of mitigation, preparedness, response, and recovery related to the event. Agencies will have completed mitigation and preparedness activities before the initiating event.

(k) Ensure ESF #7 elements are familiar with and operate according to the Incident Command System (ICS).

(l) Train and exercise ESF #7 personnel.

(m) Designate an LSC, alternate LSC, Public Information Officer (PIO), and an ESF #7 liaison to report to the SEOC or support virtually.

(2) Pre-Incident.

(a) MEMA will develop and maintain alert and notification procedures for key logistics officials supporting ESF #7. MEMA Operations will assist ESF #7 in maintaining the alert and notification list for other agencies supporting ESF #7.

(b) Notify DFA and support agency and partners on activation as needed and minimal staffing requirements.

(c) Conduct preliminary staff meeting with complete ESF #7 team assigned to establish strategies for approaching incident(s).

(3) Incident.

(a) Upon activation of ESF #7, LSC will communicate pertinent information to all ESF #7 members. Such information will be a complete orientation of the ESF #7 mission, purpose, and scope of work.

(b) Provide liaison, operational coordination, and reporting on the air, maritime, surface, rail, and pipeline supply chain networks.

(c) As required and in coordination with MEMA Logistics and DFA personnel, implement pre-planned contracts for specific commodities.

(d) ESF #7 will execute contracts for space lease or other buildings as determined minimally essential upon notification of space requirements. Contracts are to include office equipment, facility functional requirements, materials, and supplies.

(e) Assign space in state-owned buildings when deemed necessary to support emergency operations.

(f) Acquire office furniture, equipment, and supplies from existing state inventories.

(g) Identify and utilize state and federal surplus property for disaster and recovery support.

(h) Working with Logistics and ESF #5, establish and maintain an inventory of purchased supplies and equipment en-route to staging areas and disaster sites.

(i) Provide support for the relocation of government agencies;

(j) Provide determination and certification of the adequacy of insurance coverage of state and local public facilities.

(k) Maintain information on private, public, and supplementary supply chain resources outside the state.

(l) Ensure adequate communications are established and maintained.

(m) Obtain an initial situation and damage assessment through established intelligence procedures.

(n) Coordinate the distribution of assets as needed.

(o) Maintain a complete log of actions taken, resource orders, records, and reports.

(p) Provide Situation Report (SITREP) and Incident Action Plan (IAP) input, via WebEOC and appropriate ICS Forms, according to the established operational timeline, event-specific.

(q) Assist in gathering and providing information to ESF #5 for establishing priorities.

(r) Assist in compiling and providing information to ESF #15/JIC for press releases.

(s) ESF #7 may be asked by MEMA to provide personnel to the Joint Field Office (JFO) to work closely with their federal counterparts at the established JFO(s) and in the field.

(4) Post-Incident.

(a) Assist in the recovery of state-owned property from the disaster area.

(b) Prepare an After-Action Report/Improvement Plan (AAR/IP). The AAR/IP identifies key problems, indicates how they will be/were solved, and makes recommendations for improving ESF response operations.

(c) All ESF #7 organizations assist in the preparation of the AAR/IP.

(d) Submit AAR/IP to infrastructure@mema.ms.gov and planning@mema.ms.gov.

(e) Review and recommend revision to plans and procedures as determined necessary.

(f) Copy, catalog, and properly file all records and documents on the incident.

(g) Compare ESF #3 staff records with MEMA network tasking and tracking system to assure accuracy.

b. Supporting Agencies. All ESF #7 Supporting agencies are expected to:

(1) Coordinate their support with ESF #1.

CEMP – ESF #7 Logistics Annex

(2) Maintain access to all SEOC personnel, systems, and documentation, including but not limited to the Infrastructure Branch Director, WebEOC, HSIN SITRooms, Crisis Track, CEMP, associated Annexes and Appendices, the MEMA Response Framework, and all SEOC policies and procedures.

(3) Ensure parent agency administrative, supervisory, and technical personnel remain aware of the agency's role with MEMA and ESF #7.

(4) Locate, identify, and set up their operational work areas and maintain logistical support for them.

(5) Attend and support briefings and other coordination meetings, whether virtually, at the SEOC, or elsewhere.

(6) Participate in training and exercises when scheduled.

(7) Support development and maintenance of SOPs to enable them to perform appropriate levels of mitigation, preparedness, response, and recovery related to public works and engineering.

(8) Maintain operational logs, messages, requests, and other appropriate documentation for future reference.

(9) Maintain their maps, displays, status reports, and other information not included in the ESF #5 operations.

(10) Provide SITREP and IAP input, via WebEOC and appropriate ICS Forms, according to the established operational timeline, event-specific.

The chart on the following pages shows the responsibilities of the individual ESF #7 support agencies. The list contains, but is not limited to, the core functions required:

Agency	Functions
All State agencies	<ul style="list-style-type: none"> • All state agencies involved in ESFs will provide resources and support personnel in delivering emergency response and recovery efforts. State agencies not identified in the CEMP may be tasked with providing their resources or personnel as the situation warrants. • Each agency should provide DFA with the types of resources they normally have on hand that would be available for use during emergencies or disasters.
Mississippi Department of Archives and History (MDAH)	<ul style="list-style-type: none"> • Assist in providing and preserving vital records. • Provide personnel to gather information for disaster assistance support.
Mississippi Attorney General's Office (AGO)	<ul style="list-style-type: none"> • Provide legal support. • Provide disaster assistance support. • Support state and local agencies in the enforcement of state and federal laws.
Mississippi State Auditor's Office (OSA)	<ul style="list-style-type: none"> • Provide information relating to record management and documentation support. • Provide disaster assistance support to include coordinating disaster or emergency audits. • Provide technical guidance relating to the state and local government's business conduct when the Governor issues an Emergency Declaration suspending the state purchasing laws in a state of disaster.
Mississippi Department of Employment Security (MDES)	<ul style="list-style-type: none"> • Recruit and manage personnel resources. • Assist with disaster assistance, including public disaster assistance and disaster situation reports.
Mississippi Forestry Commission (MFC)	<ul style="list-style-type: none"> • Provide personnel to manage and operate the state staging area. • Provide equipment and supplies as may be required to support and operate the state staging area. • Provide backup purchasing and contracting personnel as required for the SEOC.

Agency	Functions
Information Technology Services (ITS)	<ul style="list-style-type: none"> • Provide communications (voice and data) and other information technology support. • Identify deficiencies in automation information and communication resources. • Develop stand-by contracts with vendors for IT equipment and services as identified by ESF #5 Logistics.
Mississippi Insurance Department (MID)	<ul style="list-style-type: none"> • Provide building inspection services. • Provide additional human resources.
Mississippi Board of Pharmacy (MBOP)	<ul style="list-style-type: none"> • Provide licensed personnel to dispense essential medicines, such as insulin, nitroglycerine, anti-clotting drugs, or antibiotics.
Office of the Secretary of State (OSS)	<ul style="list-style-type: none"> • Provide resource support in maintaining the continuity of government should the seat of power be relocated. • Provide records and documentation protection.
Mississippi State Personnel Board (MSPB)	<ul style="list-style-type: none"> • Provide emergency personnel to augment critical personnel in processing human resource and payroll transactions for agencies affected by a disaster. • Provide additional personnel, if available, to assist with other administrative functions such as call center operations, resource coordination, and, within a limited scope, eligibility determination for emergency assistance.
Mississippi Department of Revenue (MDOR)	<ul style="list-style-type: none"> • Provide special privilege use permits. • Distribute tax assistance.
Mississippi Military Department (MMD)/Mississippi National Guard (MSNG)	<ul style="list-style-type: none"> • On order, provide manpower and equipment to assist affected counties with Points of Distribution (POD) operations. • Provide two senior logisticians to serve as a member of the Asset Visibility Management Team (AVMT) in the SEOC Logistics Section for each operational period when the SEOC is activated. • Provide Mississippi Air National Guard facilities at the Combat Readiness Training Center (CRTC) to serve as a Forward LSA. If required, provide Mississippi National Guard facilities at Camp

Agency	Functions
Mississippi Military Department (MMD)/Mississippi National Guard (MSNG) cont.	<p>Shelby Joint Forces Training Center (CSJFTC) and Camp McCain as staging areas.</p> <ul style="list-style-type: none"> • Manage and operate a second state staging area to support the distribution of commodities and equipment based on event requirements. • Support pre-staging of bulk relief supplies (i.e., water, Meals-Ready-To-Eat (MRE’s), ice) in conjunction with the State Logistics Cell. (Moved from ESF #3).

8. AUTHORITIES and REFERENCES. The procedures in this ESF #7 Logistics Annex are built on the core coordinating structures of the CEMP. The specific responsibilities of each department and agency are described in the respective ESF, Support, and Incident Annexes, internal agency plans, policies, and procedures. See the CEMP Base Plan, SEOC Emergency Service Branch, or ESF #7 for a comprehensive list of Authorities and References.

- a. Robert T. Stafford Disaster Relief and Emergency Assistance Act; amended the Disaster Relief Act of 1974, PL 93-288.
https://www.fema.gov/sites/default/files/2020-03/stafford-act_2019.pdf
- b. Public Law 104-321, October 1996 (EMAC)
[Public Law 104-321, October 1996](#)
- c. MS Code, Ann. Â§ 33-15(1972): Mississippi Emergency Management Act of 1995, Title 33-15, et al. [Successor to Mississippi Emergency Management Law of 1980]
[MS Code 33-15](#)
- d. MS Code, Title 45, Chapter 18 Emergency Management Assistance Compact (EMAC)
[Mississippi Code of 2018, Title 45, Chapter 18](#)
- e. National Preparedness Goal, Second Edition, September 2015
<https://www.fema.gov/media-library/assets/documents/25959>
- f. National Incident Management System, Third Edition, October 2017
<https://www.fema.gov/media-library/assets/documents/148019>
- g. National Response Framework, Fourth Edition, October 2019
<https://www.fema.gov/media-library/assets/documents/117791>

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- h.** National Disaster Recovery Framework, Second Edition, June 2016
<https://www.fema.gov/media-library/assets/documents/117794>
- i.** National Protection Framework, Second Edition, June 2016
https://www.fema.gov/sites/default/files/2020-04/National_Protection_Framework2nd-june2016.pdf
- j.** FEMA National Incident Support Manual, Change 1, January 2013
https://www.fema.gov/sites/default/files/2020-04/FEMA_National_Incident_Support_Manual-change1.pdf
- k.** FEMA Incident Action Planning Guide, July 2015
https://www.fema.gov/sites/default/files/2020-07/Incident_Action_Planning_Guide_Revision1_august2015.pdf
- l.** FEMA Developing and Maintaining Emergency Operations Plan, Comprehensive Preparedness Guide (CPG) 101, Version 3.0, September 2021
https://www.fema.gov/sites/default/files/documents/fema_cpg-101-v3-developing-maintaining-eops.pdf
- m.** State of Mississippi Comprehensive Emergency Management Plan, January 2022
[MEMA Downloads/CEMP](#)
- n.** State of Mississippi New Madrid Seismic Zone OPLAN, January 2018
[MEMA Downloads/State Plans](#)
- o.** State of Mississippi Radiological Emergency Preparedness Plan (MREPP), October 2020
[MEMA Downloads/State Plans](#)
- p.** State of Mississippi Hurricane Plan, January 2022
[MEMA Downloads/State Plans](#)
- j.** State of Mississippi Evacuation Plan, January 2022
[MEMA Downloads/State Plans](#)
- q.** MEMA Response Framework, March 2021
[MEMA Downloads/MEMA Publications](#)

The MEMA reference repository, containing the CEMP base plan, associated annexes, appendices, and other supporting documents, can be found at [MEMA Downloads](#).

Most Mississippi emergency management stakeholders have access to the MEMA Downloads site. However, non-registered stakeholders may gain access to the repository by submitting an e-mail request to preparedness@mema.ms.gov.

9. REVIEW AND MAINTENANCE. At a minimum, the ESF #7 Annex Coordinating Agency will conduct an annual review of this annex with all support agencies. Additional assessments may be performed if the experience with an incident or regulatory changes indicates a need. Recommended changes will be submitted to MEMA for approval and distribution. Submit recommendations via e-mail to preparedness@mema.ms.gov.